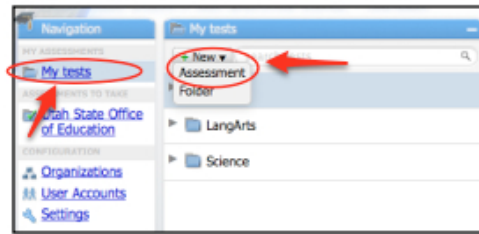


BUILD ASSESSMENTS WITH YOUR OWN ITEMS & ALIGN ITEMS TO STANDARDS

After signing into your UTIPS account, select **My Tests** in the **ASSESSMENTS** section of Navigation panel.

- Select **New**
- Choose **Assessment**



A new pane opens entitled **New assessment**

Fill in the information and settings you want:

- Name of the assessment
- Date availability of assessment
- Feedback for students
 - * Immediate feedback
 - * Allow students to re-answer a missed item for partial credit
- How many items to show at a time
- Scoring options

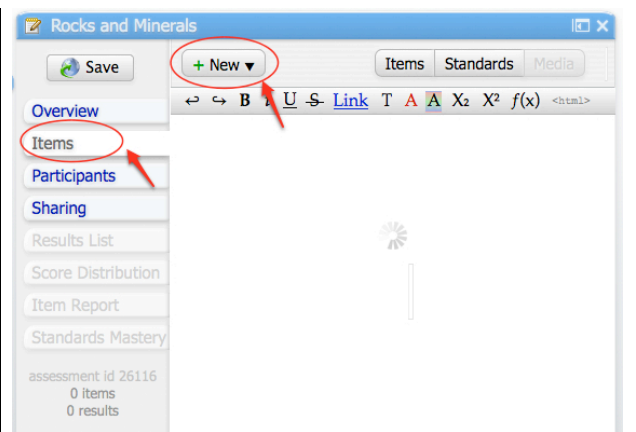
When you are finished with test settings, select **Save**.

BUILD ASSESSMENTS WITH YOUR OWN ITEMS & ALIGN ITEMS TO STANDARDS

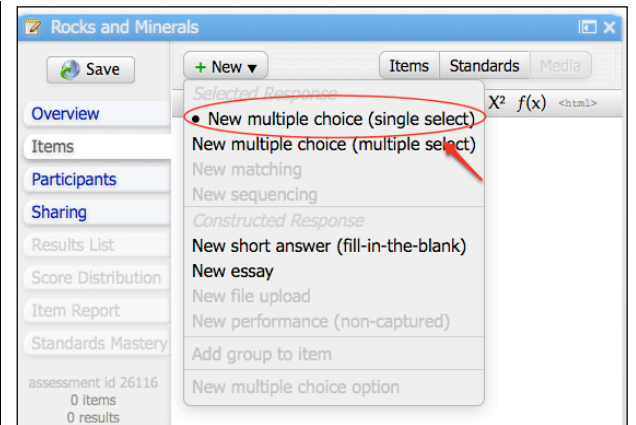
An updated Manage pane appears with some of the same options.

Note the blue Test pane bar now shows the test name.

Select **Items**.
Select **New**.



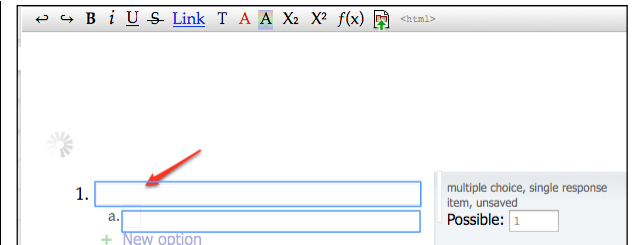
Select the type of question you would like to create. For example, choose **New multiple choice (single select)**



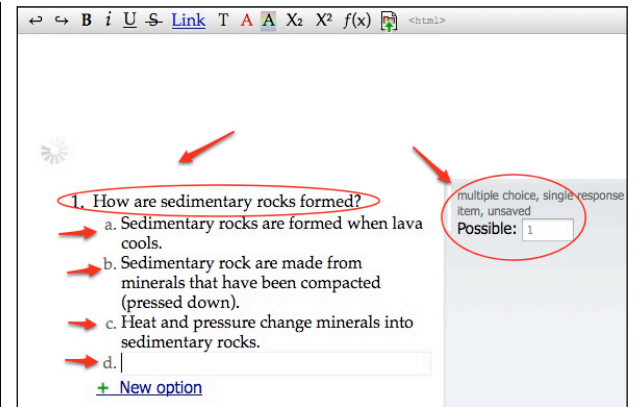
A new question creation panel appears on the right:

•Click inside the text box that appears to type your first question.

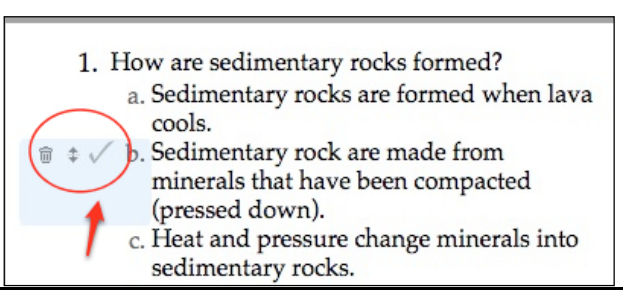
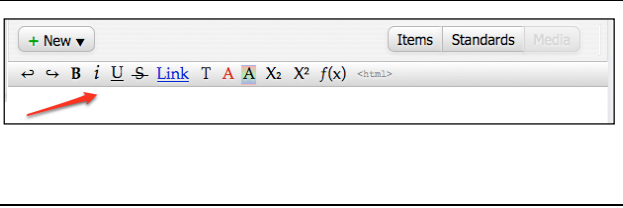
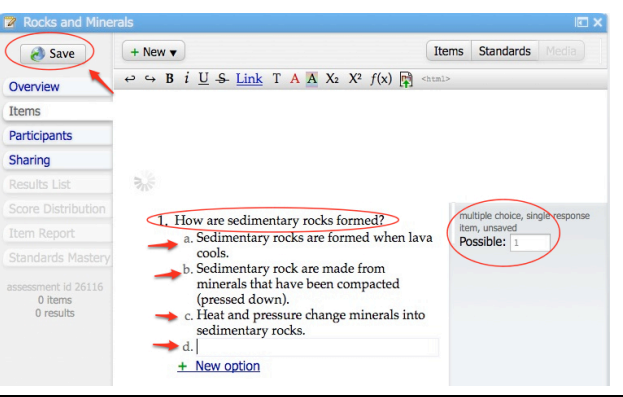
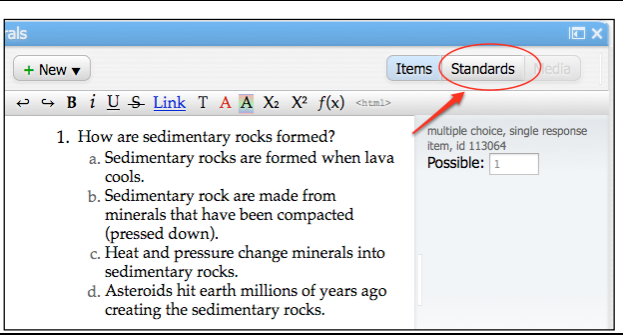
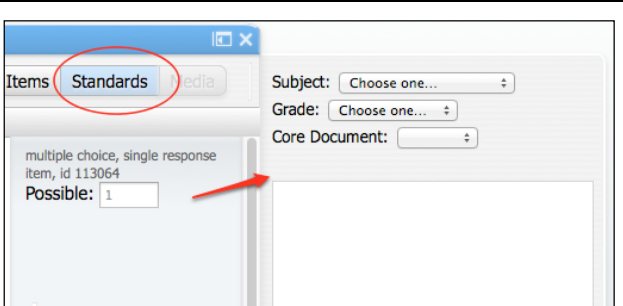
•The **New Option** link appears. Enter the answer choices as well as distractors



Choose the point value for the question in the gray box to the right of the question.



BUILD ASSESSMENTS WITH YOUR OWN ITEMS & ALIGN ITEMS TO STANDARDS

<p>Designate correct answers by hovering over it and clicking on the check mark which appears.</p>	 <p>1. How are sedimentary rocks formed?</p> <ul style="list-style-type: none"> a. Sedimentary rocks are formed when lava cools. b. Sedimentary rock are made from minerals that have been compacted (pressed down). c. Heat and pressure change minerals into sedimentary rocks.
<p>Use the toolbar to format the question text appearance, style, size. Other options are create links, insert mathematical functions, upload media into your questions, or edit the HTML</p>	
<p>When finished with the question and answer choices, select Save.</p>	
<p>To align your questions with State Standards, select a question, then select Standards.</p>	
<p>A Standards pane appears to the right.</p>	

BUILD ASSESSMENTS WITH YOUR OWN ITEMS & ALIGN ITEMS TO STANDARDS

Select the **Subject**, **Grade** and **Core Document**.

Select the standard for the question from the list of **Standards**.

Standard 3 is selected in this example.

Subject: Science

Grade: 4th

Core Document: Fourth Grade Science

- ▶ **Standard 1** Students will understand that water changes state as it moves through the water cycle.
- ▶ **Standard 2** Students will understand that the elements of weather can be observed, measured, and recorded to make predictions and determine simple weather patterns.
- ▶ **Standard 3** Students will understand the basic properties of rocks, the processes involved in the formation of soils, and the needs of plants provided by soil.
- ▶ **Standard 4** Students will understand how fossils are formed, where they may be found in Utah, and how they can be used to make inferences.
- ▶ **Standard 5** Students will understand the physical characteristics of Utah's wetlands, forests, and deserts and identify common organisms for each environment.

Select the **Objective**, then select the **indicator**.

In this example, the question fits

- Standard 3
- Objective 1
- Indicator c

▼ **Standard 3** Students will understand the basic properties of rocks, the processes involved in the formation of soils, and the needs of plants provided by soil.

▼ **Objective 1** [148 items](#)
Identify basic properties of minerals and rocks.

Indicator a [19 items](#)
Describe the differences between minerals and rocks.

Indicator b [2 items](#)
Observe rocks using a magnifying glass and draw shapes and colors of the minerals.

Indicator c [23 items](#)
Sort rocks by appearance according to the three basic types: sedimentary, igneous and metamorphic (e.g., sedimentary-rounded-appearing mineral and rock particles that are cemented together, often in layers; igneous-with or without

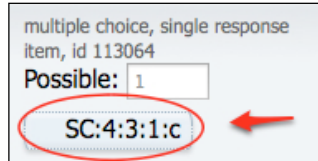
BUILD ASSESSMENTS WITH YOUR OWN ITEMS & ALIGN ITEMS TO STANDARDS

When you select the **Indicator**, the words “drop here” will appear in the left window.

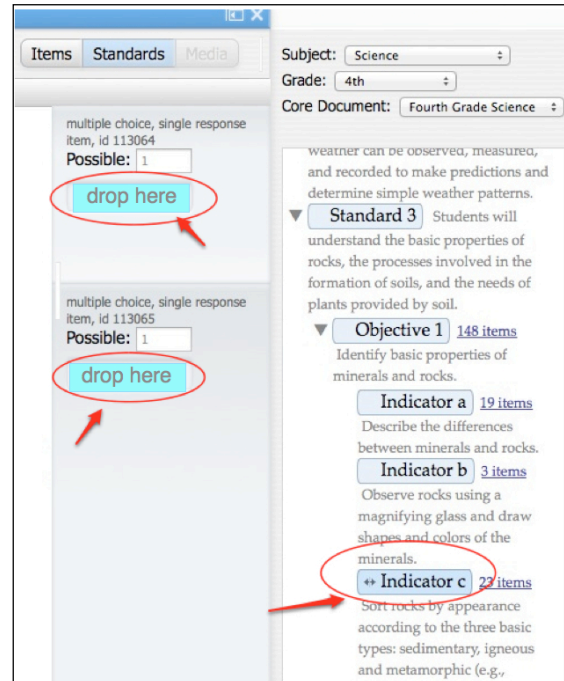
Drag and drop the **indicator** on top of the words “drop here”. Before drag and



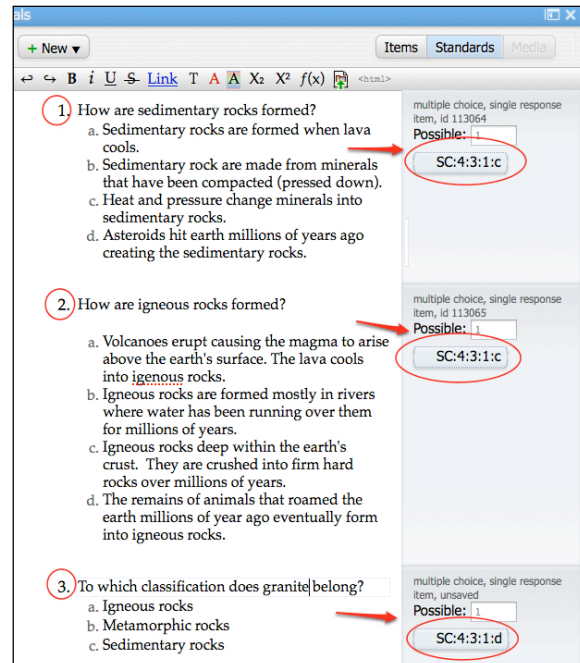
drop: After drag



and drop:



The questions are now aligned with the Standard, Objective and Indicator.



Repeat the steps above until you have built all the questions you need.

Make sure you click the **Save** button often.

